

(Make two copies. Leave one with the seller and keep the other copy in project file.)

Attachment A

This is a guide-form. It should be revised to reflect the circumstances.

Used for Homebuyer Assistance Programs - Acquisition and Down Payment Assistance
Complete prior to acceptance of Purchase Agreement

Notification to Seller

Grantee or Agency Letterhead

Date

Dear Owner:

The purchaser of your property located at _____ is being assisted with funding from the [Community Development Block Grant (CDBG) or HOME] Program provided through the (city or county) of _____. The purpose of this letter is to inform you of your rights under Federal law when Federal funds are involved in property acquisition.

This is a **voluntary sale**. Activities funded by the (CDBG or HOME) Program are covered by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, commonly called "the Uniform Act or URA". URA protects persons whose property is taken **involuntarily** or who are forced to move as a direct result of a Federally-funded project.

However, because this is a **voluntary sale** negotiated between you and the (buyer, city, or county) and there is no threat of eminent domain or condemnation to take your property, this sale is **not regulated** by URA except for the following notifications which we must present to you:

Use if the city or county is acquiring the property:

1. The (city or county) will not use its power of eminent domain to take your property if we cannot reach an agreement through negotiation.
2. The fair market value of the property located at _____ has been estimated at \$_____. The purchase price we are offering is \$_____. You have the authority to accept or reject our offer just as you would in a private transaction.

Use if a nonprofit or individual is acquiring the property:

1. The purchaser does not have power of eminent domain to take your property if we cannot reach an agreement through negotiation.
2. The fair market value of the property located at _____ has been estimated at \$_____. The purchase price we are offering is \$_____. You have the authority to accept or reject our offer just as you would in a private transaction.

You, as the seller, are not eligible for relocation assistance under the URA because the proposed sale is considered voluntary, and the above information is being provided to you prior to executing a purchase agreement or sales contract. If you have any questions or require additional information, please contact _____ at _____ between the hours of _____ and _____.

Sincerely,

Name and Title

(Note following page and document.)

(Use this portion of form for seller's signature, if seller receives Notification after Purchase Agreement was completed.)

Owner Receipt of Information

Grantee or Agency Letterhead

I, _____, the owner of the property located at _____ certify that I have received and understood the above information. I further certify that this notice was received:

_____ Prior to executing a purchase agreement.

_____ After the purchase agreement was executed; however, I **do not** wish to terminate this voluntary sale.

Signed: _____

Date: _____